

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address F&A - Division of Management Systems 2200 Peachtree Summit 401 W. Peachtree Street Atlanta, GA 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed SEP 13 1977      77-277      SEP 21 1977	
4. Person to Contact Charles O. Anderson		1. Application	2. Dept. Application No.
5. Working Title Methods & Procedures Analyst		6. Telephone Number 586-5254	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1974      Present	9. Records Series Title (followed by title used in office, if different) Management Systems Presentation Charts File		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  See Attached.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: presentations, speeches, slide shows, (oral and written); prepared by members of the Division of Management Systems on automated systems, division functions and method analysis. Included are: Graphs, charts, flip charts, and other visual media; speeches and working papers.  File is arranged:      Alphabetically by name of presentation by year.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old      3      ; Seven to twelve months old      1      ; Thirteen to twenty-four months old      0      ; twenty-five months and older      0			
13. Annual Rate of Accumulation of Records Letter-size drawers      1      ; Legal-size drawers      ; Shelves      ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>4</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area 6 month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area; hold 3½ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

**Photographic slides - destroy when obsolete.**  
These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS					
Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>[Signature]</i>	<u>9/6/77</u>		<i>Wayne Crowder</i>	<u>9/7/77</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>[Signature]</i>	<u>9/7/77</u>		<i>Albert Smith</i>	<u>9/9/77</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>Robert D. - all</i>	<u>9/7/77</u>		<i>Canell Hart</i>	<u>9-21-77</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Hane</i>	<u>9/2/77</u>			